

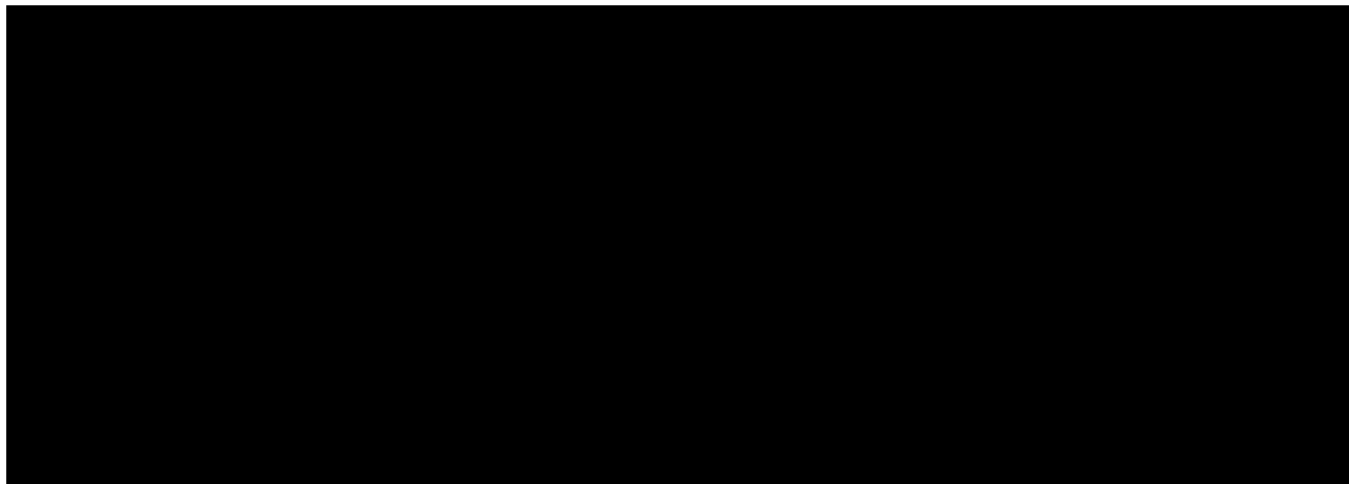
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11 FEB 1965

REPORT OF OFFICE OF TRAINING ACTIVITIES

11 - 22 January 1965

25X1C

A. ITEMS OF INTEREST TO THE DD/S2. Briefings of the U.S. Government Groups

25X1A

DIS: On 12 January, [REDACTED] briefed 65 students in the Attache Class at the Defense Intelligence School. As usual, this was an excellent group to brief, and he believes the briefing was quite successful. He has found, over the months, a much warmer welcome among the Attaches than in the earlier part of last year. The questions have become increasingly friendly even though he invites questions which can put him on the spot to make certain that these people are completely satisfied with our openness and frankness. He has actually received relatively few of these from the Attache groups in the last few sessions. In a way he was happy to see, when he asked how many people had read "The Invisible Government," that only one raised his hand.

25X1A

Intern Seminar: On 13 January, [REDACTED] briefed the third Management Intern session at the Civil Service building. This was a group of about 55 young people in the Government Management Intern Seminar program. He gave them what is euphemistically called an "unclassified briefing" which means that although he did not go into the depth of classified subjects that he does for ordinary briefings inside the Agency or for fully cleared audiences, he does give them some information about CIA's

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clandestine activities on off-the-record basis. He thinks these briefings to the Management Interns are very valuable. These young people have a fairly carefully managed career program, and some of them in the class of 1951, of which he was a part, have now achieved GS-15 and supergrade level assignments. This group can, therefore, expect to achieve rather influential positions in the Civil Service program in the next 10 years, and their positive attitude towards the Agency can, in many cases, be a valuable asset. The audience was most interested and asked numerous intelligent questions. As usual, several came up to ask about careers in the Agency.

3. Overseas Orientation Program

25X1A [REDACTED] has been detailed to [REDACTED] office to help
25X1A with the Dependents Briefing which has been renamed Overseas
Orientation Program and will henceforth be for both dependents and
employees. [REDACTED] will also help with the Briefing Program.

4. Abolishment of Area Faculty Positions

25X1A PO/TR has held preliminary discussions with [REDACTED]
25X1A [REDACTED] in connection with the abolishment of
their positions. The Office of Personnel is exploring reassignment
possibilities and is compiling specific information regarding discon-
tinued service retirement benefits. PO/TR and the Office of Personnel
will arrange interviews with these individuals to discuss their status in
more detail when the results of the reassignment efforts are complete.

5. Extension of Tour

25X1A EE Division has concurred in [REDACTED] request for an extension
25X1A of his tour in [REDACTED] to June 1966. The Support Career Service has also
concurred in the extension per discussion with [REDACTED]

6. JOT Program

25X1C In spite of snow and transportation difficulties, 29 wives of members
of the January Class were present on Saturday morning, 16 January, for
a Program briefing.

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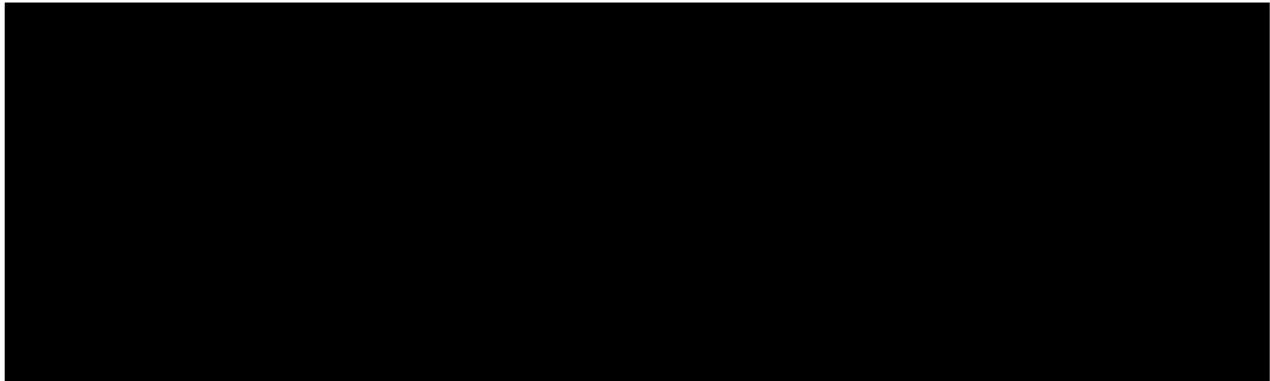
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13. Language Training

As of 15 January 1965 there were still 107 students attending class in the VLTP. This represents 51% of the 198 who began the semester.

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[REDACTED] special assistant to Mr. McCone, telephoned several weeks ago to ask about possible Spanish training for his daughter, [REDACTED]. He called at Mr. McCone's suggestion. We made an appointment with [REDACTED] for Tuesday, 12 January but [REDACTED] secretary called that morning cancelling the appointment. [REDACTED] herself, is supposed to call us to arrange another appointment but she has not yet done so.

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14. Special Briefing - Senior AID Officials

On Thursday, 14 January, Chief IS was visited by [REDACTED] of the CI Staff who discussed a proposal that apparently arose from a conversation between the DD/P, Mr. Helms, and Mr. Bell of AID. The proposal was that senior AID officials be given a series of briefings similar to those given the AID Public Safety Officers Course. [REDACTED] is working on plans for such a program and is coordinating with [REDACTED] DTR will be informed when and if the plans take shape.

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15. Intelligence Information Collection Programs

Volume V of our text, which deals with Intelligence Information Collection Programs, was received from the printers. This volume is 180 pages, single spaced. On the basis of two articles in the OTR Bulletin we received many requests for this volume. Copies have been sent to these requesters, to those who reviewed parts of the manuscript, and to selected individuals such as division chiefs in research offices. Intelligence Production Faculty has received a number of phone calls

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Intelligence Information Collection Programs (Continued)

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25X1A telling us how valuable this text is. So far, only one negative response was received--by an individual who was not aware that his chief had checked the portion of the manuscript dealing with his activity. The NPIC library has ordered copies for all of its reference librarians and researchers, and the chief of one ORR/ERA division ordered copies for all his branch chiefs. One of the individuals in NIPE called to ask if there were a similar volume dealing with all of the intelligence research organizations in the government. He was told that Volume I of the text, which is to be revised, will have such a discussion. A request for Volume V was received from a State Department member of the USIB's Committee on Document who is working on one of the Task Teams. He was told to submit a formal request. [REDACTED] OTR Liaison Officer with Defense Intelligence School, stated that DIS might want to use some of the volumes in its new JOT program which is to begin this summer. Clearances are being obtained from responsible components of the Agency to permit distribution of Volume V and Volume III outside of CIA, in anticipation of numerous requests from other USIB agencies for various sections of this rather substantial work. Upon receipt of the clearances we will then be able to send the papers directly to the requestor with a covering letter from the DTR.

16. JOT Orientation

The January 1965 JOT class was launched on 11 January and successfully weathered the first week of orientation. We are now in the process of completing the evaluations, which will be reported in the next biweekly.

25X1A This course was notable in two respects: First, the enthusiasm, industry, and attitude of the student group was outstanding. There were many evidences of this; good morale, excellent questions asked, a great deal of individual and group study generated by the students themselves. As an example, on Thursday night, the staff remained until 5:30 answering questions, and more than 2/3rds of the student group stayed later for individual study and review. Second, the guest speakers were almost universally excellent. Col. White gave an excellent talk on both the support structure and the Agency's management philosophy. [REDACTED] 25X1A [REDACTED] came through with the best presentation of our Commo function that I have ever heard. Equally good presentations were given by Paul Chretien, [REDACTED] 25X1A [REDACTED] substituting at the last minute for [REDACTED] came through with flying colors. 25X1A

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17. Intelligence Orientation

Some sort of landmark will be reached during our next course, which will be #75 in the present I. O. series. Despite continuing fears of reduced enrollments because of the slow-up in recruiting and other factors, the enrollment as of today is 47 students and it will probably go above the 50 mark, our highest in many months.

18. Communist Strategy Course - FSI

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On 13 January [REDACTED] lectured on "Soviet Military Potential"-- a classified 2-hour presentation to 18 students attending the Communist Strategy course at the Foreign Service Institute. These individuals ranged in grade up to GS-16 and represented eight different agencies throughout the U. S. government.

Mr. John Keppel, the newly appointed chairman of this course, expressed his gratitude and pleasant surprise at both the quality and extent of the CIA briefing support of his course (OTR supplied 17 hours of the lecture periods for this 2-week session). Mr. Keppel, during an informal conversation, indicated how much has happened in the community since he was last in the Washington area and how much he and his faculty associates would benefit from orientation briefings such as we give throughout the Intelligence School. [REDACTED] indicated that OTR provides such support for various officials of the State Department from time to time and he might reflect his interest for such orientation through his administrative channels.

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19. Management No. 87

Management #87 concluded on 15 January at [REDACTED]. Thirty-four people participated in the course divided as follows: 19 - DD/I; 2 - DD/P; 13 - DD/S. This class was one of the most alert and interested groups that we have had for some time. The size of the class did not hamper the effectiveness of the teaching. The critiques were uniformly enthusiastic. We now feel that we have gotten this course to the point where it will not need major change but can be presented in the future pretty much as is.

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20. Pilot Project - Management

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The MTF met with [REDACTED] and Messrs. Fuchs and [REDACTED] plus the senior officers of the Office of Finance on 7 January. The Pilot Project was discussed at length, and in a later session MTF

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~~SECRET~~Pilot Project - Management (Continued)~~CONFIDENTIAL~~

agreed with the Office of Finance and with [REDACTED] on three dates for giving Phase I to all the managers in the Office of Finance.

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It will be necessary to run these Office of Finance courses on weekends. The present plan calls for taking twenty-five on 5 - 8 March, twenty-five on 19-22 March, and twenty-five on 2 - 5 April. All of these classes will meet at [REDACTED] will be present either full-time or part-time.

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21. External Training

The first phase of the big tuition advance for the spring term was accomplished Thursday afternoon with ease. Last semester (pilot run) it was necessary to move slowly through each step. This semester there are 125 requests included in the tuition advance:

ORR	- 55	OC	- 5	OSA	- 2
NPIC	- 20	OSI	- 4	OP	- 2
OCR	- 10	OS	- 3	CA	- 1
OCS	- 10	OEL	- 2	OTR	- 1
OL	- 7	FI	- 2	O/DDS	- 1

22. Attendance

OTR (Internal) Attendance for Weeks of:

4-8 January11-15 January

Category	FT	PT	Tutor	Total	FT	PT	Tutor	Total
Operations	141	--	1	142	169	31	5	205
Intelligence	4	25	--	29	75	27	--	102
Communication								
Skills	--	10	--	10	6	10	--	16
Management	--	--	--	--	64	--	--	64
Clerical*	10	4	--	14	--	43	--	43
Lang Dir.	44	140 (1 non-CIA)		184	43	146 (1 non-CIA)		189
VLTP	--	116	--	116	--	106	--	106
Tutor	--	--	22	22	--	--	21	21
Area	<u>17(1 depend)</u>	<u>--</u>		<u>17</u>	<u>2</u>	<u>--</u>	<u>--</u>	<u>2</u>
Total	216	295	23	534	359	363	26	748

*Clerical Orientation is considered full-time for this report;
Clerical Induction and Refresher = pt

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Attendance (Continued)

OTR (External training)

Week of 4-8 January -- 391 Agency employees in 252 external courses or programs

Week of 11-15 January -- 432 Agency employees in 265 external courses or programs

SIGNED

MATTHEW BAIRD
Director of Training

Attachments - 2

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